

Welcome to mckimm

mckimm is proud to provide to all employees a safe and harm free working environment that aims to reduce; so far as is reasonably practicable, risk to persons health and safety.

To assist mckimm in maintaining this objective, for yours, and others health and safety, we encourage you to take a moment and complete the following induction and brief questionnaire. Further to this, mckimm have engaged professional safety advisors to monitor compliance and seek best practice by all contractors on site.

As a Contractor engaged to undertake construction work on site, all personnel are required to participate in inductions to mckimm systems and standards for managing OH&S within their business prior to any works commencing.

It is our obligation and commitment to health and safety that extends to ensuring everyone engaged in the process of construction, knows, understands, applies and maintains a safe workplace, at all times.

Authorised by Company Director: **Nicks Signature**

OH&S

INTRODUCTION

mckimm

holistic

residential

design

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POLICY

MANAGEMENT'S HEALTH AND SAFETY STATEMENT

mckimm recognises that the health and safety of all persons involved in, or affected by, its activities is of the utmost importance.

The company will manage its activities in such a manner as to ensure, so far as is reasonably practicable, the highest standards of health and safety are maintained in accordance with all relevant legislative requirements, Codes of Practice, Australian Standards and Industry Standards and Agreements. This includes implementing, monitoring and reviewing the effectiveness of the policies and procedures contained within this document, with the aim of achieving continual system improvement and full compliance with the requirements of the standard AS4801:2001 *Occupational Health & Safety Management Systems*.

mckimm also recognises the value of involving employees and other stakeholders in the formulation and implementation of the health and safety programs and safe work procedures.

Authorised by Company Director: **Nicks signature**

OH&S
POLICY

At mckimm

Respect the
Dream

mckimm

POLICY

HEALTH AND SAFETY STATEMENT OF COMMITMENT

mckimm is committed to ensuring, so far as is reasonably practicable, a workplace that is safe and without risks to health by providing and maintaining:

- Safe plant, equipment, machinery and systems of work
- Adequate information training and supervision
- Facilities for First Aid treatment and monitoring of the health and welfare of all employees
- Processes for monitoring OH&S performance and continuously seeking opportunities for improvement

Every employee is required to:

- Adhere to the Company's safe working practices instructions and rules
- Perform all duties in a manner that is without risk to themselves or to others
- Report to management, any plant, equipment or work procedure that he/she considers to be unsafe; and
- Co-operate with management to ensure that health and safety responsibilities are fulfilled and maintained.

With both management and employees working together, a healthier and safer working environment can realistically be achieved. Increases in job satisfaction, morale and productivity will be rewarding for all concerned.

OH&S
POLICY
At mckimm

Respect the
Dream

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YOUR COMMITMENT...

In undertaking construction work on site at mckimm, all contractors agree to maintain a high level of OH&S practices and conduct.

This requires all persons engaged in construction work to take ownership of their obligations to health and safety, ensuring that compliance with all relevant Legislation, Regulations, Codes of Practice and Industry Standards are implemented and maintained at all times. That the mckimm 'Life Saving Rules' and 'Required Safety Standards' are applied to all works undertaken.

WHY WE
VALUE
SAFETY

Work
Family
Loved Ones
Mates
Life...

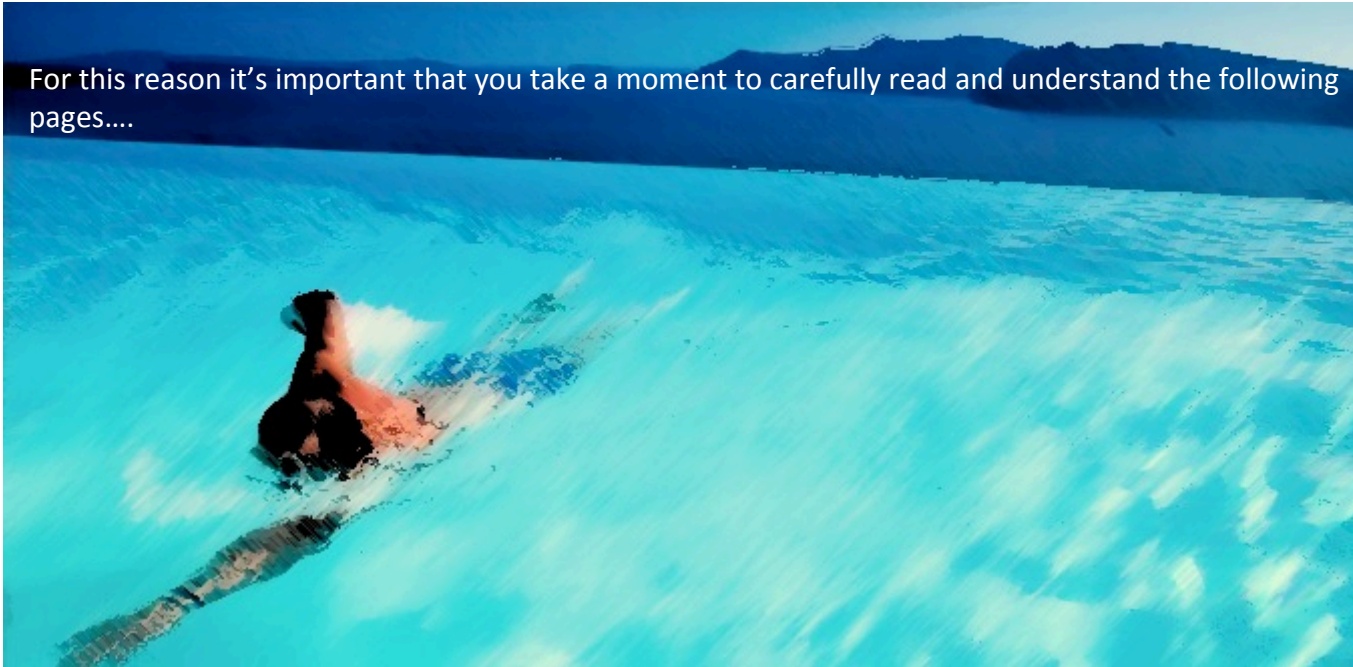
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LIFE SAVING RULES

At mckimm we believe in your health, safety and wellbeing throughout every stage of a project. Within every construction project, however, there are work activities that are far too high risk, because of this, we've developed a set of Life Saving Rules and Required Standards.

These (non-negotiable) Life Saving Rules in conjunction with our Required Safety Standards for each stage of a build project are intended to maintain the expected standard at all times. They are not intended to replace legislation, rather enhance regulations, communicating in a clear and simple way, what is expected as a minimum on all mckimm projects.

For this reason it's important that you take a moment to carefully read and understand the following pages....



safeguard yourself and your dreams; Follow the rules, maintain standards....

LIFE SAVING
RULES
and the
Required Safety
Standards

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Rule One

No fall protection; No work

- Physical fall protection to be provided for all works **over 2 metres**;
- Do not remove or alter any type of fall protection
- Check fall protection equipment prior to use – notify Construction Supervisor if unsafe or damaged
- Do not alter any scaffolding equipment - notify Construction Supervisor if unsafe or damaged

the impact
from
falling
can cripple you
don't chance risk

LIFE SAVING
RULES
and the
Required Safety
Standards

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safeguard yourself and your dreams; Follow the rules, maintain standards....

Rule Two

Electricity – the hidden danger

- All electrical leads and tools must have a **valid test and tag** certification that it is safe to use
- Adhere to the **No Go Zone Rules**
- Do not overload circuits; use a **Residual Current Device (RCD)**

one shock
can be
lethal
Take precautions
don't chance risk

LIFE SAVING
RULES
and the
Required Safety
Standards

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Rule Three

Protect me & others from traffic

- Make sure a **Traffic Management Plan** is in place for all major roads
- All other roads to have signage and witches hats around vehicles

people &
plant
vehicles
do not mix
don't chance risk

LIFE SAVING
RULES
and the
Required Safety
Standards

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Rule Four

Plant / Equipment moves & injures

- Guarded and safe to use
- Licensed and competent in use
- Spotter (where required)
- Clear exclusion zones

people &
plant
vehicles
do not mix
don't chance risk

LIFE SAVING
RULES
and the
Required Safety
Standards

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Slab & Site Establishment



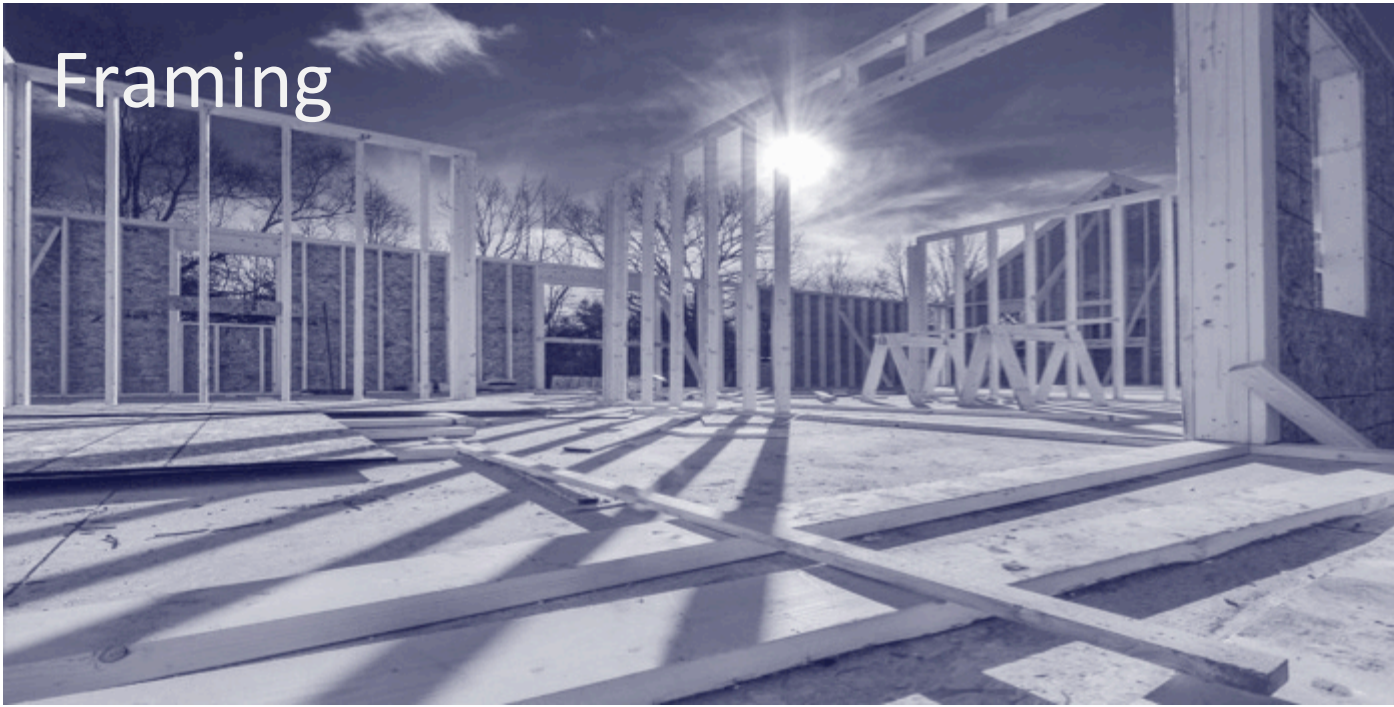
- All equipment is to be safe to use
- No fence, no work
- No machinery excavations within 1.5 metres of 'Live' power
- Allow 900mm access between all trenches and soil spoil
- Ensure 'WorkSafe Trenching Notification' is provided for all trenches 1.5 metres and greater

REQUIRED
SAFETY
STANDARDS

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Framing



REQUIRED SAFETY STANDARDS

- All equipment is to be safe to use
- Stair void protection is to be installed prior to 2nd storey works
- Roof edge protection to be installed prior to 2nd storey works
- For roof trusses in excess of 30 degree pitch provide 450mm batons from below, ensure rafter perimeter safety railing, access ladder and crane trusses onto roof
- Ensure no other trades work underneath each other
- Framers to provide temporary safety railing for window openings
- Use ladders as a last resort – make sure ladders are safe to use and secured
- Provide fall protection for lofts and skylights

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Brick & Roofing



REQUIRED
SAFETY
STANDARDS

- All equipment is to be safe to use
- Inspect trestle equipment and set-up
- Walk the fall protection and ensure that its safe
- Ensure no other trades work underneath each other
- Provide a safe system of work for the transfer of bricks and roof tiles, above 2 metres

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Fix & Fit-out



REQUIRED
SAFETY
STANDARDS

- All equipment is to be safe to use
- All plaster and stairwell installers to be provided fall protection over 2 metres
- MDF – Provide local extraction and dust mask for all operators
- Always check your dust mask fits with no air leaks.

safeguard yourself and your dreams; Follow the rules, maintain standards....

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Deliveries



REQUIRED
SAFETY
STANDARDS

- Have a safe lifting plan (where required)
- Provide public safety
- Maintain safe access and egress from site
- Shut the site gate and all panels in place.

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General Safety Plant, Equipment & Tools Safety

GENERAL SAFETY GUIDANCE

“The right tool for the job, also needs to be ready & up to the job...”

Electrical Testing and Tagging (Leads, tools, chargers and devices)

- No test and tag; No work

Visually inspect all power tools and make certain they are safe for use

- Blades
- Guards
- Controls and functionality

Nail Gun safety

- Ensure firing line is clear of all body parts and others before engaging
- Always wear safety eye protection

Never use or operate poorly maintained or faulty equipment / tools

safeguard yourself and your dreams; Follow the rules, maintain standards....

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General Safety Electrical

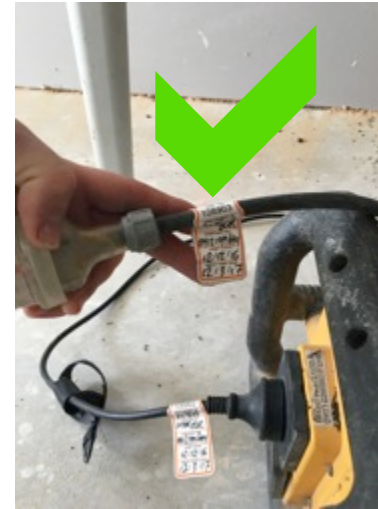
TESTING & TAGGING

For all electrical items of equipment in domestic housing construction operations requiring Electrical Testing and Tagging (ETT), the minimum period for compliance is every 6 months.

ETT must be performed by a licenced third party tester.

All items are required to be visually inspected before use. If faults or damage are identified, have them re-tested.

Never use faulty electrical equipment.



GUIDE TO TEST COLOURS (IF REQUIRED)

ALL STATES

- RED ➔ DEC - FEB
- GREEN ➔ MAR - MAY
- BLUE ➔ JUN - AUG
- YELLOW ➔ SEPT - NOV
- ORANGE ➔ 6 MONTHLY JAN - JUN
- WHITE ➔ 6 MONTHLY JUL - DEC
- BLACK ➔ YEARLY
- BURGUNDY ➔ 5 YEARLY
- GREY ➔ 2 YEARLY

GENERAL
SAFETY
GUIDANCE

ELECTRICAL
SAFETY

Know the risks

“...it only takes one jolt.”

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Category	Portable/specified electrical equipment	Type 1 or 2 safety switch (fixed)	Type 1 or 2 safety switch (portable)
Construction	Quarterly testing in accordance with AS/NZS 3012 by a competent person	Quarterly testing in accordance with AS/NZS 3012 by a competent person	Quarterly testing in accordance with AS/NZS 3012 by a competent person

General Safety Personal Protective Equipment (PPE)

Personal Protective Equipment (PPE) and Clothing (PPC)

Protective Safety Footwear is Mandatory

- Provide when required that's fit for purpose and task
- Sharp edges, Chisels or Knives = **Gloves**
- Objects above = **Hard Hat**
- Projectiles and or Dusts and Fibres = **Eye Protection**
- UV (sun) = **Hat, Shirt & Sunscreen** (30+SPF minimum)
- Cutting & Dusts = **Dust Mask**
- Noisy Equipment (85dB+) = **Hearing Protection** (Keep Noise to a minimum)
- Make sure your PPE is maintained well and fit for use

“PPE is you last defence to avoid injury, but an important one, don't forget me!”



GENERAL
SAFETY
GUIDANCE

PPE

Personal
Protective
Equipment
Its your safety

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General Safety Manual Handling



GENERAL SAFETY GUIDANCE

“Your back is
not a Crane,
think about it.”

Material Handling (Manual Handling Risks)

- If it looks too heavy, it is!
- Share the load. Lift it right
- Use a lifting device and extend your career
- Find a safer way to lift

safeguard yourself and your dreams; Follow the rules, maintain standards....

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General Safety Drugs & Alcohol



Illegal drugs & alcohol

- **Strictly prohibited on site**
- No person is permitted to enter or work on a site if under the influence
- Notify the Construction Supervisor if you suspect someone is under the influence, or affected by use.

safeguard yourself and your dreams; Follow the rules, maintain standards....

GENERAL SAFETY GUIDANCE

“Being impaired costs more than you think. It can kill in an instant”

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General Safety Chemical Safety & Handling



Chemicals, (Hazardous & Dangerous Substances)

- Have available a Safety Data Sheet for all chemicals (Know the content)
- Provide for and apply all the stated controls, and PPE

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GENERAL
SAFETY
GUIDANCE

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General Safety

Incidents, near misses & hazards



Incident Reporting

- Report all incidents including near misses (no matter how minor) to your Construction Supervisor (within 24 hours)
- If serious or causing injury, report immediately.

GENERAL
SAFETY
GUIDANCE

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General Safety

Public risks and harming others



Site Fences, Risks to others and Public

- Site Fencing must be re-instated. If you move it you own the risk!
- Shut the Gate.
- If working over head or lifting objects, use a qualified Spotter
- Always ensure the Public Safety is a priority i.e. fencing, trip hazards, deliveries, work at heights, cross overs of zoning.

safeguard yourself and your dreams; Follow the rules, maintain standards....

GENERAL
SAFETY
GUIDANCE

PUBLIC
SAFETY

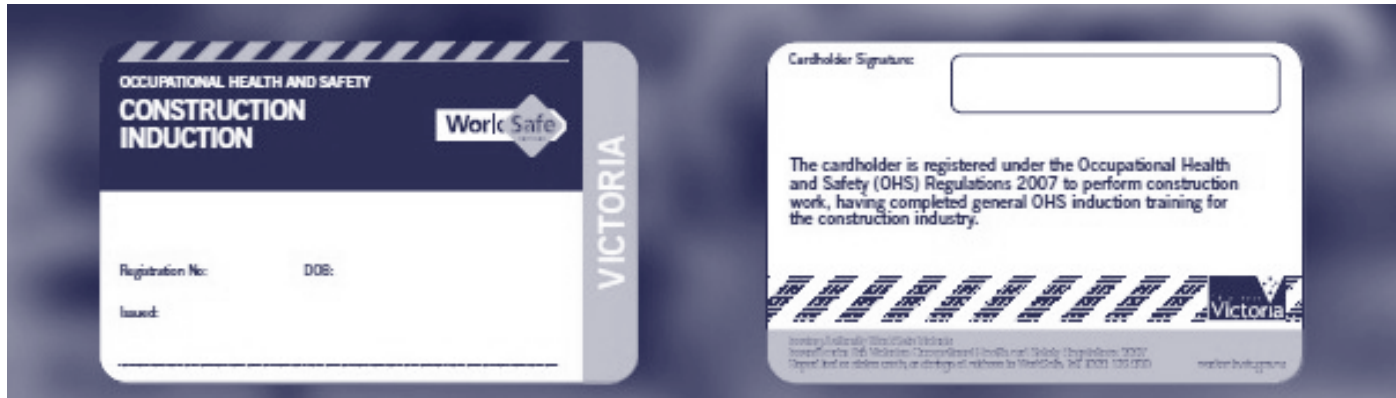
“Its on the job
and off the job.
Safety doesn't
stop at the
gate.”

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High Risk Works in Construction Licensing

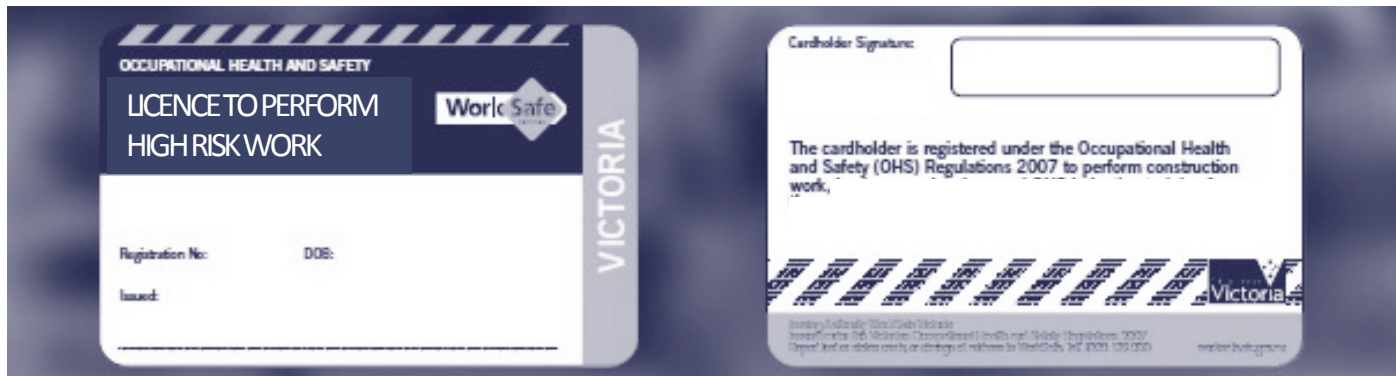
CONSTRUCTION INDUCTION CARDS

It is a requirement under regulation 5.1 of the OHS Act and Safety Regulations 2007 that all persons performing construction work for more than 28 days in a 2 year period has completed a general OHS induction training course for the construction industry, from an registered training organisation ([RTO](#)).



LICENCE TO PERFORM HIGH RISK WORK

A licence to perform high risk work is required if you work with high risk equipment or plant. There are 29 [classes](#) of competency under legislation, Regulation 3.6.7 of the OHS Act and Safety Regulations 2007.



LICENSING

Construction Induction Cards

High Risk Works in Construction

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High Risk Works Scaffolding



Important Scaffolding Guidelines

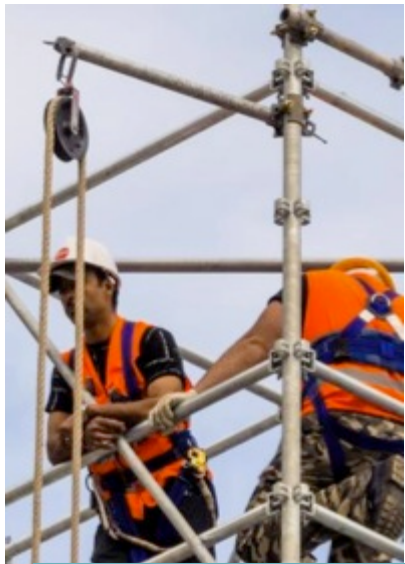
- Check Scaffolding is signed of and authorised 'Scaff-Tag'
- Walk the scaffold prior to use
- Do not overload platform sections
- Do not modify without authorisation (contact the Construction Supervisor)

ACCESS
SCAFFOLDING
High Risk Works

“only step up if
its safe to do
so”

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High Risk Works in Construction Working at Heights



Important Tips when Working at Heights – Some safe options

- Check Safety Edge Protections are fastened and signed off
- Harness up and Latch on (fixed points)
- Secure Ladders and access platforms (prevent toppling)
- Avoid working alone. Take all necessary precautions to keep safe
- Stretch your Muscles before climbing. Take regular breaks and keep hydrated

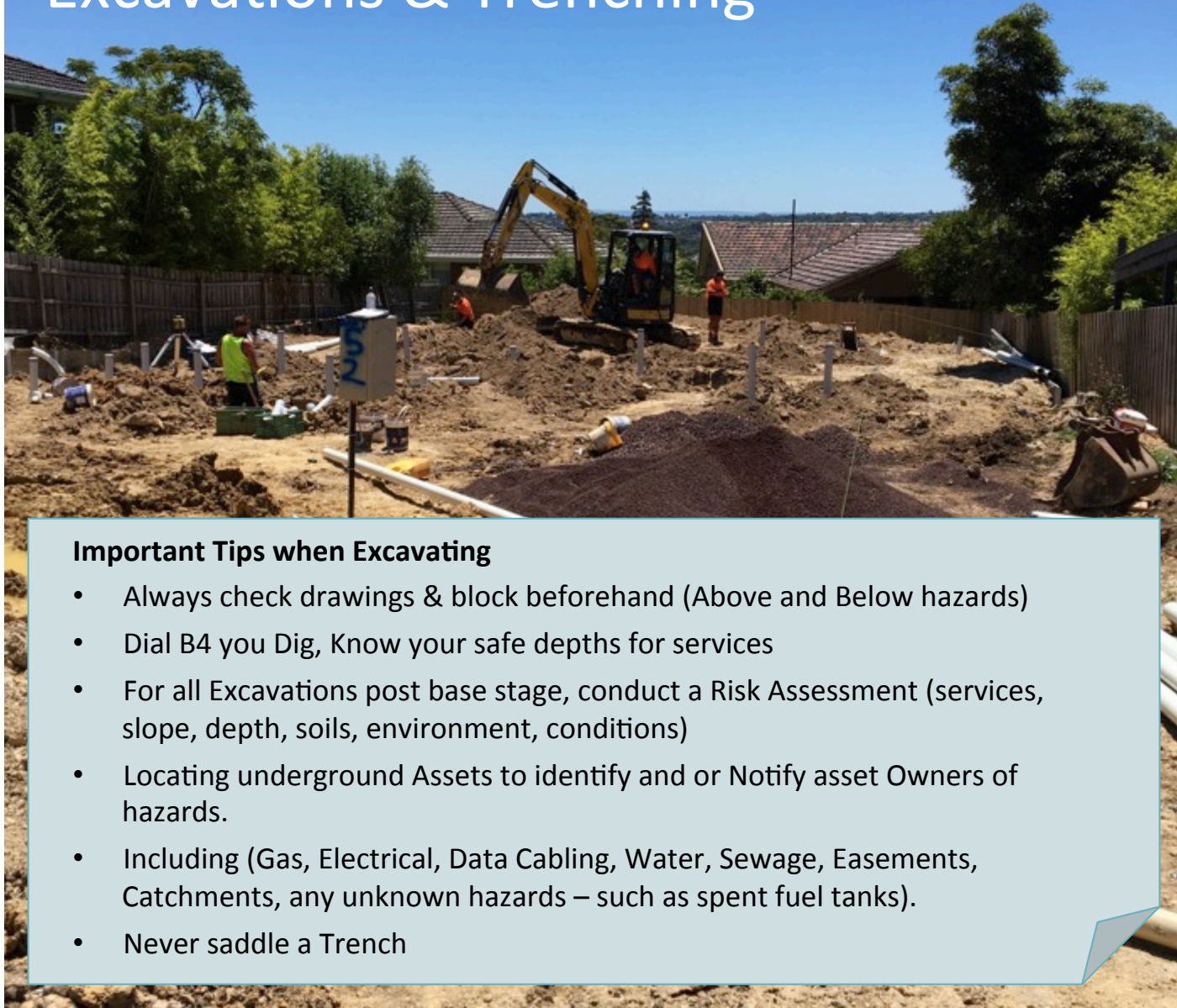
WORKING
AT HEIGHTS

High Risk Works

“...its not the
fall, it’s the
sudden stop
that gets you.”

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High Risk Works in Construction Excavations & Trenching



Important Tips when Excavating

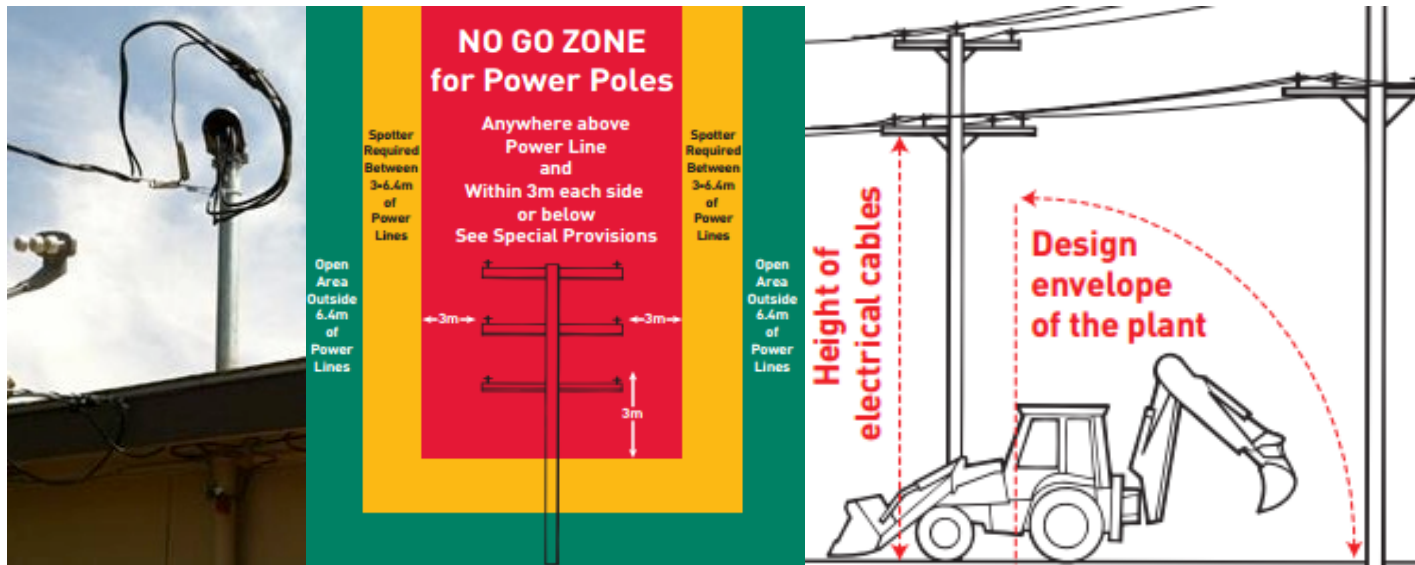
- Always check drawings & block beforehand (Above and Below hazards)
- Dial B4 you Dig, Know your safe depths for services
- For all Excavations post base stage, conduct a Risk Assessment (services, slope, depth, soils, environment, conditions)
- Locating underground Assets to identify and or Notify asset Owners of hazards.
- Including (Gas, Electrical, Data Cabling, Water, Sewage, Easements, Catchments, any unknown hazards – such as spent fuel tanks).
- Never saddle a Trench

EXCAVATION
&
TRENCHING
High Risk Works

“How deep will
you go before
its too deep?...”

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High Risk Works in Construction No Go Zones



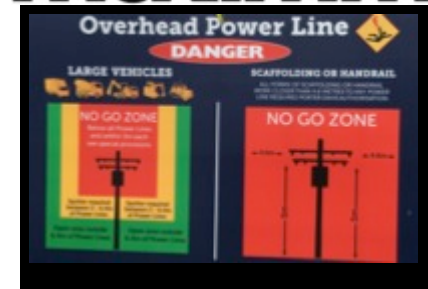
NO GO ZONES
High Risk Works

“Look up, scope the hazards, know your safe distances and live.”

Important Tips when working near Power Lines

- Check that Warning Tiger Tails have been installed if Power Lines are near
- **A Permit to Work is required** where plant/equipment has the capacity to come within 500mm of an Aerial Service Line
- **Use a Qualified Spotter** and develop a **SWMS**
- **Always** check your Heights and Services. **LOOK UP AND LIVE!**

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High Risk Works in Construction Traffic Management



TRAFFIC MANAGEMENT

High Risk Works

“Identify, Plan,
Control the risk,
be seen and
keep everyone
safe.”

Traffic and People do not mix

- Ensure a **Traffic Management Plan (TMP)** is in place for work near all major roads or zones 60km and over
- All other roads (streets) must have signage and witches hats around vehicles
- Traffic controllers must be licenced to direct traffic
- If blocking or intruding on public spaces (footpaths) a permit is required
- Always wear hi-visibility clothing or vests when working near traffic or moving Plant, be seen!

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High Risk Works in Construction

Safe Work Method Statements (SWMS)

SAFE WORK METHOD STATEMENTS (SWMS)

Planning job safety for **high risk** activities in the workplace.

Important Tips when completing a Safe Work Method Statement (SWMS)

- SWMS are required by legislation for all high risk work activities
- They are a **statement of how** the work is planned to be conducted safely
- It is important that they are developed in consultation with the workgroup undertaking the task
- Each SWMS should **be task specific** addressing; **job step, hazards, initial risk, nominated control methods, who** is responsible for ensuring controls are applied, and *(if required)* any **residual or remaining risk level(s)**
- **All SWMS must be communicated with and signed by all persons** performing works. They are in date, within 12 months of work performed.

Emergency Management

Planning for emergencies

- **Maintaining safe access and egress** is essential to making sure you can exit site safely in an emergency, it also allows emergency services safe passage to get to you should you be trapped and or, injured on site
- **If performing Hot Works (welding or grinding) you must have a tested and tagged Fire Extinguisher on site.**
- It also pays to have a fire spotter, there are many combustible and flammable materials / substances on site, i.e. saw dust, waste materials.



**EMERGENCY
MANAGEMENT**
Maintaining
safe access
& egress on site

Call
... '000' ...



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First Aid

If you have to respond to someone with First Aid on site

- Be trained to Apply First Aid
- It pays to have a well stocked and in date First Aid kit available
- In a medical emergency call triple zero (000) and ask for an ambulance
- Check the area is safe for you and others to perform first aid
- If they are unconscious, check for response – ask their name, make them comfortable – Follow D.R.S.A.B.C.D
- Send for help, ask others to call (000) and ask for an ambulance (if required)
- Always bandage limbs starting at the top and work away from the heart
- For Sprains and Strains apply R.I.C.E – Rest, Ice, Compression, Elevation 15 min on 15 min off
- For serious Cuts or Lacerations, wear gloves and safety glasses, apply pressure to the wound with a bandage or wadding, and proceed to apply bandage

DRSABCD Action Plan

In an emergency call triple zero (000) and ask for an ambulance

D DANGER

Ensure the area is safe for your self, others and the patient



R RESPONSE

Check for response—ask name—squeeze shoulders

No response

Response

Make comfortable

Monitor response



S SEND for help

Call triple zero (000) for an ambulance or ask another person to make the call



A AIRWAY

Open mouth—if foreign material present

Place in recovery position

Clear airway with fingers



B BREATHING

Check for breathing—look, listen, feel

Not normal breathing

Start CPR

Normal breathing

Place in recovery position

Monitor breathing



C CPR

Start CPR—30 chest compressions : 2 breaths

Continue CPR until help arrives or patient recovers



D DEFIBRILLATION

Apply defibrillator if available and follow voice prompts



Learn First Aid with St John Ambulance Australia | Free call 1300 390 455 | www.stjohn.org.au

The information here is a substitute for training in first aid. © St John Ambulance Australia, January 2011



FIRST AID

“Knowing how, could save a mates life.”

In a medical emergency call triple zero (000) and ask for an ambulance

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Thank you...



...and keep safe

A final message and note on health and safety...

“Its not all about you, others are affected by your actions at work, mates, family, friends and those you love. The impacts of an injury can last a life time. For every incident you have causing injury, no matter how minor, they all add up reducing your working life. Think about it, think safety, your health and wellbeing matters to everyone.”

WorkSafe Victoria provide free advice to everyone **1800 136 089**

McKimm guidance on health and safety contact **Work Safety Hub 1300 610 059**

A BRIGHT
FUTURE

Respects the
Dream

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